



Attachment A-1

Local Project

Subject: 2014 Update to Storm Water Pollution Prevention Plan (SWPPP) and NOI
Prepare Spill Prevention, Control, and Countermeasure Plan (SPCC)

Date: April 1, 2014

Introduction

RW Armstrong prepared a Storm Water Pollution Prevention Plan (SWPPP) for the Columbus Municipal Airport dated February 6, 2012 and updated on January 25, 2013. Due to the construction of a new above ground Aviation Fuel System, the SWPPP needs to be updated to the current date. Woolpert presents this proposal to provide a 2014 update to the current SWPPP, to add a Quarterly Inspection Checklist to the current SWPPP, and prepare a new Notice of Intent (NOI) to discharge storm water associated with Industrial Activities. In reviewing the RW Armstrong SWPPP, Woolpert has identified at least two (2) Chapters that should be added to the current SWPPP; 1) Site Industrial Activities and 2) Potential Pollution Sources.

In accordance with 40 CFR 112, Woolpert presents this proposal to prepare a Spill Prevention, Control, and Countermeasure Plan (SPCC) that establishes procedures, methods, equipment, and other requirements to prevent the discharge of oil from non-transportation related onshore facilities into or upon the navigable waters of the United States.

Deliverables

An updated Storm Water Pollution Prevention Plan including the new aviation fuel system, quarterly inspection checklist, and if requested, two new chapters relating to Site Industrial Activities and Potential Pollution Sources.

A new Notice of Intent (NOI) to discharge storm water associated with Industrial Activities

A Spill Prevention, Control, and Countermeasure Plan Preliminary meeting the requirements of 40 CFR 112.

As more specifically spelled out in the Scope of Work section of this proposal.

Executive Fee Summary (Hourly Not to Exceed)

Woolpert is to provide the following services as noted:

| | |
|-------------------------------------------------|-------------------|
| • Project Management (Woolpert)..... | \$2,000.00 |
| • 2014 Update to current SWPPP (Woolpert) | \$3,500.00 |
| • Prepare SPCC (Woolpert)..... | <u>\$7,300.00</u> |
| TOTAL | \$12,800.00 |

Scope of Work Details

Project Management:

Woolpert shall prepare contract documents, schedules, and scope of work documentation required by the Client to approve and authorize the completion of the work.

Woolpert shall provide internal project planning necessary to complete the work to established quality standards in a timely and efficient manner and document the correct personnel time expenditures necessary to provide accurate invoices reflecting payment due.

2014 Update to the Current Storm Water Pollution Prevention Plan (SWPPP):

Woolpert shall review the current RW Armstrong SWPPP and add information on the installation of the new airport Aviation Fuel System.

Woolpert shall prepare a Quarterly Inspection Checklist and add information regarding the inspection to the current SWPPP.

Woolpert shall prepare a new Notice of Intent (NOI), present it to the Client for approval, arrange for the publication in the local newspaper, and submit to the Indiana Department of Environmental Management in order to renew the 5-year coverage under the National Pollution Discharge Elimination System (NPDES) general permit. The Client is responsible for the \$100 NOI permit fee.

If requested, Woolpert will improve the current SWPPP by adding Chapters relating to 1) Industrial Activities occurring at the airport to cause the requirements of SWPPP to be applicable and 2) Potential Pollution Sources that contribute to the inspection requirements of the SWPPP.

Prepare Spill Prevention, Control, and Countermeasure Plan (SPCC):

Woolpert will prepare a SPCC that meets the requirements of 40 CFR 112 that that establishes procedures, methods, equipment, and other requirements to prevent the discharge of oil from non-transportation related onshore facilities into or upon the navigable waters of the United States.

The SPCC will contain a Narrative Report with the following sections:

1. Introduction
2. Facility Description
3. Spill Prevention Measures
4. Spill Potential
5. Spill Countermeasure and Drainage Controls
6. Inspections, Tests, and Records
7. Personnel Training
8. Security Measures
9. SPCC Plan Amendments

The SPCC Appendix will contain visual or other information such as:

1. Site Photos, Facility Diagram, Facility Drainage, and Quad Map
2. Fuel Receipt Checklist Requirements, Monthly Inspection Form, and Fueling Standards
3. EPA Regional Contact Information and Copy of 40 CFR 112



Columbus Municipal Airport

Spill Prevention, Control & Countermeasures (SPCC) Fee Proposal

| | Hours by Staff Classification | | | | Totals |
|---------------------------------------------|-------------------------------|------------------|-----------------|-----------------|--------|
| | Project Manager | Project Engineer | Airport Planner | CADD Technician | |
| Basic Services | | | | | |
| <u>Design Phase</u> | | | | | |
| On-Site Field Inventory | | 8 | | | 8 |
| Drainage Maps | | 2 | | 12 | 14 |
| Site Maps | | 1 | | 12 | |
| Spill History | | | 4 | | 4 |
| FBO Inspection Records & Process Evaluation | | | 8 | | 8 |
| Emergency Equipment List & Contacts | | 2 | 8 | | |
| Spill Reporting Procedures | | 4 | | | 4 |
| Facility Assessment | | 18 | | | |
| Certifications & Operator Approvals | | 1 | | 2 | |
| Assemble & Binding (10 copies) | | | | 2 | 2 |
| | | | | | 0 |
| Subtotal - Basic Services | 0 | 36 | 20 | 28 | 84 |

Subconsultants

N/A

Assumption of Risk (5%)

Subtotal - Subconsultants 0 0 0 0 \$ -

| | | | | | |
|-------------------------|----------|-----------|-----------|-----------|-----------|
| Summary of hours | 0 | 36 | 20 | 28 | 84 |
| Percent of total hours | 0.0% | 42.9% | 23.8% | 33.3% | 100.0% |

| | | | | | |
|------------------------|--------|-----------------|-----------------|-----------------|--------------------|
| Billing Rate | 150.00 | 125.00 | 125.00 | 65.00 | |
| Labor costs | - | 4,500.00 | 2,500.00 | 1,820.00 | \$ 8,820.00 |
| Percent of total labor | 0.0% | 51.0% | 28.3% | 20.6% | 100.0% |

Effective Average Hourly Billing Rate \$ 105.00

| | |
|-----------------------------------------|--------------------|
| Total Labor & Subconsultants | \$ 8,820.00 |
| Expenses, See Attached | \$ - |
| Grand Total - Proposed Budget | \$ 8,820.00 |

USE: \$ 8,800.00



July 16, 2013

Mr. Brian J. Payne, Airport Director
Columbus Municipal Airport
4770 Ray Boll Boulevard
Columbus, IN 47203

Subject: Columbus Airport Rule 6 Assistance Proposal

Dear Mr. Payne:

Christopher B. Burke Engineering, LLC (CBBEL) is pleased to provide this proposal for professional services pertaining to the Indiana Department of Environmental Management (IDEM) Rule 6 – Permit #INR00C077 National Pollutant Discharge Elimination System (NPDES) general permits for the Columbus Municipal Airport (Airport) and Airport owned properties located in Columbus, Indiana. The following is our understanding of the assignment, scope of services, and estimated fee in support of the project.

UNDERSTANDING OF THE ASSIGNMENT

The project will consist of ongoing completion of required permit activities (some are one-time only completion activities and some will need to be conducted on an ongoing and/or as-needed basis) such as initial review of and updating (on an ongoing basis) the existing stormwater pollution prevention plan (SWPPP), conducting quarterly self-inspections, taking required annual samples for monitoring data, completing required state forms and reports, and submitting required documentation to IDEM.

SCOPE OF SERVICES

CBBEL will complete the following tasks if needed and as directed by the Airport Director:

Rule 6 Compliance Tasks

Rule 6 compliance items that CBBEL can assist with include the following items:

- Task 6-1: Assistance with Ongoing SWPPP Updates - According to 327 IAC 15-6-7, a SWPPP must be implemented for the site and this plan must be updated and maintained on a regular basis. The SWPPP must be amended to include items such as the new fueling station and an updated Airport tenants list.
- Task 6-2: Assistance with Quarterly Self-Inspections - According to 327 IAC 15-6-7(c)(1)(D), quarterly inspections of the stormwater management measures and stormwater run-off conveyances must be conducted and documented. Inspection reports must be kept either in the SWPPP or another on-site record keeping location that has been identified in the SWPPP.

- Task 6-3: Assistance with Annual Outfall Discharge Samplings - According to 327 IAC 15-6-7.3, the stormwater discharge from each identified outfall must be sampled annually for 8 identified parameters. Samples must be analyzed annually within the yearly timeframe schedule established by the NOI submittal date. Sampling data will be sent to IDEM as soon as it is available from the lab.
- Task 6-4: Assistance with Preparation and Submittal of Annual Reports - According to 327 IAC 15-6-7.5, annual reports must be submitted to IDEM by the permittee. Annual reports are also submitted on annual increments established by the NOI submittal date.

Miscellaneous Ongoing Assistance

- Task M-1: As-Needed Technical Assistance - As part of this project, CBBEL will be available to provide additional consulting services as needed. These services may include providing advice on various related subjects, attendance at meetings with IDEM or others, and other related duties that may be requested. CBBEL recommends that this include coordination with the City of Columbus Municipal Separate Storm Sewer System (MS4) and IDEM stormwater program staff, initially to determine if the Airport's Rule 6 and the City's MS4 permits could be combined (to save the Airport time and money) and then on an ongoing basis to foster the required MS4 permit coordination. Examples of what this task could also include are assistance with permit renewal document preparation, assistance with the selection and evaluation of Rule 6 best management practices (BMPs), and providing the Rule 6 SWPPP required Employee Training Program.

CBBEL will provide the needed services with experienced, qualified staff that are recognized experts in the NPDES Stormwater Program at the national, state, and local levels. These staff are also approved instructors for nationally recognized professional stormwater certifications including the:



CPESC® - Certified Professional in Erosion and Sediment Control™



CESSWI™ - Certified Erosion, Sediment, and Storm Water Inspector™



CPSWQ® - Certified Professional in Storm Water Quality™



CMS4S™ - Certified Municipal Separate Storm Sewer System Specialist™

ESTIMATED FEE

Based on our understanding of the needed efforts, we will provide the work, as proposed, according to the estimated fee for each task provided below. CBBEL will combine tasks when feasible (such as combining inspections with sampling) to help reduce project costs.

Regulation & Task

Estimated Not to Exceed Fee

Rule 6 Regulation

Task 6-1: Ongoing SWPPP Updates.....\$1,500 per quarter or
\$6,000 annually

Task 6-2: Quarterly Self-Inspections.....\$750 per inspection or
\$3,000 annually

Task 6-3: Annual Sampling of Outfall Discharge \$2,000 per event

Task 6-4: Prepare and Submit Annual Report to IDEM\$3,000 per report

Task M-1: As-Needed Technical Assistance Not to exceed \$10,000 annual
(Time and materials per CBBEL Schedule of Charges)

TOTAL \$24,000

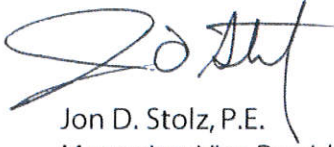
We will bill you monthly, on a time and material basis, for assigned tasks, in accordance with our standard Charges for Professional Services in effect at the time each task is initiated. The 2013 Standard Charges for Professional Services is attached. In addition, our contract will be established in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

The fees provided in the table are our current best estimate of the amount of work needed to accomplish each task based on our current understanding of the site and IDEM requirements. While we will do our best to stay within the fee estimates, there is a chance that we would need to exceed the provided estimates from time to time. If that occurs, we will notify you ahead of time so that necessary adjustments may be made to either the level of effort or the task fee.

If this proposal meets with your approval, please sign where indicated and return an executed original to us as our Notice to Proceed. The executed Proposal, along with the Estimated Fee, the attached Standard Charges for Professional Services, and the attached General Terms and Conditions constitute the whole of our Agreement. Any modification to any part of this Agreement without prior acknowledgement and consent by CBBEL will make null and void this Agreement. Any time commitment made by CBBEL as part of the Agreement does not begin until CBBEL has received an executed original.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please contact me or Lori Gates at 317.266.8000 if you have any questions.

Sincerely,



Jon D. Stolz, P.E.
Managing Vice President

**THIS PROPOSAL, ESTIMATED FEE, AND GENERAL TERMS AND CONDITIONS ARE ACCEPTED
BY THE COLUMBUS MUNICIPAL AIRPORT:**

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Enclosures: · 2013 Standard Charges for Professional Services
General Terms and Conditions

JDS/lg